

MEMORANDUM

Date: _____

From: _____

To: CNFJ HRO Classifier

Subj: REQUEST FOR CLASSIFICATION ACTION

1. The enclosed position description (PD) is forwarded for classification action. Required documents are attached to this memo as indicated on the reverse side.

Signature/Tel No./E-mail Address
of PM Officer/POC

[illegible]

Date: _____

From: CNFJ HRO Classifier

To: _____

1. () Your request is returned as a complete action.
2. () Your request is returned as an incomplete action as circled on the reverse side.

Signature/Tel No./E-mail Address
of HRO Classifier

CHECK LIST

FOR CLASSIFICATION PROCESS

PRIOR TO SUBMISSION, CHECK ALL ITEMS LISTED BELOW

Is this a supervisory or foreman position?

___ Yes. PD cover sheet, item 6 is completed.

Is A Brief PM report attached?

___ Yes. PM report is attached.

___ Yes. Approved current and/or new organization chart(s) is (are) attached.

____ Yes. Appropriate functional statement is attached.

___ Yes. It doesn't exceed 1 page.

____ No. Applicable MLC/IHA JD(s) is identified.

___ Yes. All tasks are grouped to total 10% or more.

___ Yes. Percentages are assigned to total 100%.

___ Yes. Tasks are described by using active verbs.

___ Yes. Trainee PD(s) is (are) attached.

___ No. Trainee PD is not necessary.

____ Yes. Impacted PD(s) is (are) attached for review.

___ No. No position is impacted.